



**Executive/Finance
Committee Meeting
~ Minutes ~**

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING**

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Tuesday, October 6, 2015

9:00 AM

GTCOA Meeting Room

DRAFT: 10/6/15

APPROVED: 11/3/15

Call to Order

Finance Chair Rokos called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	

Staff Present: Georgia Durga, Director
Cyndie F., Office Specialist
Laura Green, IHS Deputy Director
Lori Wells, SCN Deputy Director

Guests Present: None

Durga requested moving items 8 and 10 and the addition of The Rock to the beginning of the Agenda, as Wells had to leave.

Approval of Agenda

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Busch
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Approval of Minutes

No changes to the minutes were requested, and approved as presented.

EXECUTIVE**#8 – Contracting the Design of the Newsletter**

Wells relayed information on the cost to contract the design of the newsletter, previous costs to produce the newsletter, time involved for staff and the designer, concerns over not using the designer, costs per month (\$187 per division) to use the designer. Members discussed that the initial concern was that the funds were taken from fund balance. Wells explained that there are sufficient funds in the budget to cover the newsletter design, however, the concern arose over design work contracted for the 40th anniversary. Members discussed the matter further. Member noted concern over having quotes for the design work. Wells relayed that she obtained three quotes, and the designer used is the cheapest. Members were polled and concurred that it would be fine to continue using the designer. Members also agreed that Wells needs to have a signed agreement with an ending date, so that it could be bid at the end of the term and sent to County Legal for opinion.

Fees for the SCN (Senior Center Network)***Calculation******Profit, if any***

Wells relayed that the SCN program fees are structured to recover costs, i.e. a speaker charges \$100, the fees are enough to cover that cost or they get a sponsor. Trip fees cover all expenses, and the SCN makes a profit. She relayed that the SCN hopes to make 10% on trips to cover some of the overhead (staff time). Wells relayed that trips bring in \$5,000 to \$10,000 per year in revenue, which is not budgeted, because she never knows if the trip will sell out or not. Wells stated that last year she budgeted for some of the programming and the SCN did not charge the full cost, taking those fees from budget, and provided examples – reasoning because members would not pay the fee that was charged by the facilitator. Wells stated that this year, staff is obtaining sponsors versus using budget. Wells relayed that staff reviews the market for fees charged. She noted that the fees shown are the known set fees. Members discussed Elmwood Township's billing/members at length. Wells stated she would meet with the Township Supervisor. Commissioner Maxbauer stated she would speak to the Township Supervisor and contact Wells.

Letter from The Rock

Members were informed that a letter was received from The Rock informing GTCOA that there would be a \$100 per day charge assessed for the use of the facility. Durga relayed the annual, non-budgeted cost (\$10,400), and stated that the SCN meets there two days per week, for less than a full day. She added that GTCOA does not pay fees to any location, other than Traverse City, which was

negotiated in the Intergovernmental Agreement. Members discussed concerns at length. Member noted that any fees charged would have to be a user fee, based on some kind of costs, i.e. maintenance costs, etc. not an arbitrary number. Wells relayed that she will speak to Administration of The Rock on 10/7/15. Taylor volunteered to attend the meeting. Wells will report, either at the Board or Committee meeting. Wells agreed to contact Commissioner Maxbauer to let her know the outcome so that she could inform BOC (Board of Commissioners) members who represent the district.

Meeting of the Whole

Durga explained costs for the current meeting structure, meetings of the whole, and past structure. She relayed that if there is a meeting of the whole, it should be held at the Government Center, should be recorded and that meetings would be longer due to the amount of business needed to be reviewed. Member's discussed their opinions on the options. Member suggested no longer having an Executive Committee and each member was polled.

Approval to change Committees to Program and Finance, with no Executive Committee, starting January 2016. Board Chair to call special meetings of the Executive Committee, if needed.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Harrand
SECONDED:	Taylor
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Intergovernmental Agreement

Durga relayed that County Legal had reviewed the document. Durga stated that the County Board of Commissioners (BOC) was supposed to review the agreement each year, County Legal relayed that the Board should ask several questions, which Durga provided. County Legal conveyed that the period of performance is written as through December, 2016 and to continue, each year, for 5 years thereafter.

Durga asked if members would like to make a recommendation to the BOC. Commissioner Maxbauer asked that Durga write down the concerns posed by County Legal. She stated that if it is required, the Boards (County and City) need to meet that requirement. She noted that she does not believe that either body would terminate the agreement; and that it is understood GTCOA would like a more solidified agreement. Commissioner Maxbauer stated she would run it by

the new County Administrator, City Administrator, and the Mayor. It was questioned if the bodies really need to meet every year, and Commissioner Maxbauer stated that the direction should come from the BOC as to how to change the agreement. Member noted that the Board had reviewed the document a few months ago, and sent Wells back to the City with the Board's recommendations. Durga noted that she ran it past County Legal in response to the Boards wishes, and County Legal returned with this opinion.

Strategic Plan

Durga conveyed that there are two goals on the Strategic Plan, SCN Renovation and IHS Technology Project. She relayed that the Board needs to focus on those two things and not go off track. Durga stated that Staff added action items and dates, assigned responsibilities and fine-tuned the goals. Durga relayed that things do come up and some dates will inevitably have to be changed.

Motion to approve the 2016-2017 Strategic Plan as presented

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Hansen
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

FINANCE

Finance Reports

In-Home Services

Chair Rokos asked if members had any questions. Durga provided highlights on budget adjustments and fees for IHS (In Home Services.) Members asked whether IHS was using more money to contract services in light of staffing changes. Green relayed that the priority is to use GTCOA staff first by increasing them up to 40 hours, and covering with a contractor if required. Durga stated that not all the clients want to use contractors. Members discussed the Contracting and Home Chore Voucher line items as being under budget.

Senior Center Network

None

Budget Adjustment Report

Durga reported that there was one for the month of August, and it did not require Board approval.

Millage reduction budget adjustment update

Durga stated the adjustment was made September 21st and would be on the September financial reports.

Motion to accept the August Finance Reports as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Zerafa
SECONDED:	Harrand
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Home heating update

Durga replied to a question from the previous month. The Home Heating program served 19 clients for an average of \$372 in 2014. So far, in 2015, 14 clients were served for an average of \$374, and two were repeat clients.

Approval of 2016 SCN Fees

Durga informed members that the BOC approves fees as part of their budget process. She relayed that the GTCOA Board had not approved them prior to submission with the budget. She noted there is not a big difference in any of the fees charged.

Motion to approve the 2016 Senior Center Network fees as submitted.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Harrand
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Sliding Fee Scale

Durga relayed that Green recommends Proposal 3, and Durga Proposal 4.

Durga asked if members would like to see any adjustments to the percentages, and members discussed the tool and fees. Members discussed changing fees to a percentage of unit costs for year 2017. Member asked for a Staff Recommendation or two by the end of the year. He noted there would be plenty of time to educate clients, and have fees set in time for Budget preparation. Member also asked for pros and cons prepared for each of the recommendations.

Motion to keep Fees for Services the same in 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Rokos
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

2016 Budget

Durga relayed that members had asked for a change to the narrative last month to include the amounts being used from fund balance previously committed/approved by the Board. Durga reviewed the narrative for both IHS and SCN. Member noted that even though fund balance has been budgeted over the last few years, it has not actually been used. Members discussed SCN fund balance, and Durga noted that Wells will hold off on a previously planned second Program Coordinator and is reviewing staffing options. Durga noted that the budget does not include any fees for use of The Rock or any staff reclassifications.

Bush left 10:53 am

Motion to approve the 2016 Budget as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Hansen
SECONDED:	Harrand
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Fee Assistance Fund update

Durga reported that she is working with Finance to show the item in the Finance Reports.

Outside Agency Funding

Cyndie F. reviewed the 2016 Outside Agency Funding requests. Members were informed that only one application sent, was not returned (The Laundry Project.) No changes from the previous year, with the exception of the number of people served by Meals and Wheels and Senior Companion Program, which went up. Member asked if other groups would have contacted GTCOA, would they be provided an application. Staff responded that they would and were.

NWMCAA, Meals on Wheels - \$20,000
Catholic Human Services, Senior Companion - \$10,000
Area Agency on Aging of Northwest Michigan, \$7,503 – Local match
Long Lake Township, Long Lakers Senior Center - \$1,200

Motion to approve the 2016 Outside Agency Funding as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Zerafa
SECONDED:	Maxbauer
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Old Business

None

New Business

None

Public comment

None

Adjournment

Meeting adjourned at 11:09 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

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